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25 JUL 1974

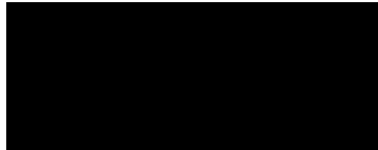
Miss Lani Lattin, Coordinator
Second Federal Design Assembly
Room 1107
806 15th Street, N.W.
Washington, D.C. 20506

Dear Miss Lattin:

Reference is made to the recent letter from Nancy Hanks, Chairman, National Endowment for the Arts, who has asked that the Agency name five (5) representatives to participate in the Second Federal Design Assembly to be held 11 and 12 September 1974 at the Arena Stage in Southwest Washington, D.C.

The Central Intelligence Agency and our Fine Arts Commission feel quite fortunate in having an attractive headquarters complex, and we are always alert for new concepts in Federal design matters. As an Agency we are looking forward to the Assembly, and I personally regret that I will be out of the country in early September and will not be able to participate.

Mr. John N. McMahon, Associate Deputy Director for Management and Services, will be acting for me in this program, and he plans on being in attendance. After reviewing your criteria for the ideal target audience, the following four individuals are also nominated because of their background, work experience, responsibilities and interest in various aspects of Federal design matters:



STATINTL

If there are any questions in connection with this matter, I can be contacted in Room 7D 26, IDS Code 143, extension [REDACTED]. You may possibly wish to send all five invitations to this office and we will assure that they are appropriately distributed.

I - JEB CPH/OMC
As a separate related matter, our Fine Arts Commission developed a booklet, "Design for Living in CIA," which just came off the press and has not yet been distributed to our employees. I would like to take this opportunity to provide you with an advance copy of the booklet, which you may find of interest.

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HSC/ELP/DTIC/OTU:

EO-100VW2 [REDACTED] (S) (U) (C)

Sincerely,

/s/John E. Blake

John F. Blake
Deputy Director
for
Management and Services

Enclosure

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